

Subject: Daily Duty Schedule- mark your calendars!

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See attached for a schedule of who is on Daily Duty during BID Office Duties weeks. I recommended adding your dates to your calendar. You can filter by your name.

Although we will all chip in on the below, the assigned person (per our meeting this AM), will be on point to:

KITCHEN MAINTENANCE:

- Unload dishwasher in the morning; load and start dishwasher at end of day
- Double check that refrigerator is stock before they leave for the day (all employees should do as needed)
- Wipe down counters before they leave for the day (all employees should do as needed)
- Make sure old newspapers are discarded
- Close supply closet

COPY ROOM MAINTENANCE:

- Make sure counters are clear and there is no trash left behind before they leave for the day
- Advise Lena of any supplies needed

Don't forget: If you see a printer that needs some ink ask Mike (aka Tony! Toni! Toner!) how to replace it.

—Attachments:

office duty schedule.xlsx

10.9 KB